Summary and Detail Inspection Reports Fact Sheet

Summary: User-specified summary search criteria return a table of inspections by type and Region, County, or Program. The counts are hyperlinks to the detailed report. This report contains data from both CIWQS and SMARTS.

Using the Report (Navigation)

Location

These internal reports are located under the Run Reports link in CIWQS under the Inspection heading.

Search Criteria

Summary Search Criteria

The radio button selects the criterion you wish to view in the left hand column. If you select Region, you will see counts by Inspection Type and Region.

Region, County and Program are also available as "pick lists" to further refine your search (i.e., you display by County, but only wish to view counties in your Region). Pick lists display several items and have scroll bars on the right side. A pick list allows the user to select multiple values. Hold down the Ctrl key and left click to select multiple values in any order you choose. Hold down the Shift key and left click to select everything between two values. Hold down Ctrl and left click to deselect.

Status is also a pick list. You may choose to see only inspections that have been performed, those which are planned, or those that have been canceled. The default is all.

The date boxes are "free text" and require the format MM/DD/YYYY (e.g., 01/08/2007 for January 8, 2007). The user can click on the calendar icon on the right to select a value with the mouse rather than typing it. Inspections lasting several days will display if any part of the inspection falls within the date range.

The final gray button, which is called "Run Report," starts the query.

Detail Search Criteria

Region, County, Inspection Type, Status, Inspector, and Program are "pick lists." Refer to the first paragraph on this page for more information on how to use pick lists.

Inspection ID is a text field that looks for an exact match. Type in the number of the Inspection ID and you will return one and only one record. Additional criteria are not necessary. For SMARTS records, include the "S."

WDID is a free text field. It is not case sensitive and contains an implied wildcard search. The user can enter the WDID or a few numbers or letters associated with the id (e.g., AP will return inspections of sites enrolled under the statewide aquatic pesticides permit, because these WDIDs contain the character string "AP.").

The Place gray button takes the user to the Place Search Screen. The user will be able to search for the facility as he/she would in the CIWQS module. This cannot be used for SMARTS records.

Summary Search Criteria

Display by: Region, County, or Program
Search by:
- Region
- County
- Program
- Status
- Date Range

Summary Report

Inspection counts by Inspection type and by Region, County, or Program, depending on what the user selects.

The date boxes are text fields. Refer to the fifth paragraph for more information on how to use the date range.

The final gray button, which is called "Run Report," starts the query.

Hyperlinks

Both the summary and detailed report have hyperlinks to Home and Reports in the upper right hand corner that take the user to the CIWQS Main Menu and to the Run Report page, respectively.

In the Summary report, the totals under the Inspection Types are hyperlinks to the detailed report. Clicking on one will take the user to detail about the intersection between row and column (e.g., Region 1 and Type A will show the user Type A inspections for Region 1).

At each level of detail, the user has the option of viewing a printer friendly version or downloading the report into Excel.

The user may choose "New Search" taking him/her back to the search screen cleared of previous entry or "Refine Search," which returns the user to the search with the previous criteria still selected.

The Detailed Inspection Report defaults to showing 500 rows of inspections per screen but the user can select to see up to 100 records per screen. The report has hyperlinks to move to other pages of information and the user can link to the previous and next page as well. For records stored in CIWQS, the Inspection ID takes the user to the CIWQS inspection record. For records stored in SMARTS (ID numbers starting with S), search by Facility Name or WDID in the SMARTS application to navigate to the record.

Some fields (Party, WDID, Order No., Inspector, and Program) may have a hyperlink with a plus (+) sign. This indicates that there are multiple values. Clicking on the hyperlink will open a new window and display those values.

Columns can be sorted by clicking on the column header hyperlink. Clicking on the same heading twice will sort in reverse. These headings sort across all pages.

How current is the data?

This report is on a nightly refresh schedule, which means that changes made in CIWQS or SMARTS will not be reflected until the next day. Reports are constructed from all entered data as of the close of business the previous day. If the refresh fails, the data in the report will be stale. Please notify the CIWQS Help Center (866)-792-4977 or ciwqs@waterboards.ca.gov) if you believe a report has not been refreshed.

Where is this information coming from?

Summary Report

Region (if chosen) – comes from the place linked to the inspection. In SMARTS, this comes from the Site Info tab.

County (if chosen) – comes from the place linked to the inspection. In SMARTS, this comes from the Site Info tab.

Program (if chosen) – the program linked to the inspection record. In SMARTS, this is a read-only field in the header called "Business Type."

Inspection Type – comes from the inspection record. In SMARTS, this comes from the inspection record under the Inspection tab.

Detail Report Search

- Region
- County
- Inspection ID
- WDID
- Inspection Type
- Status
- Place
- Program
- Inspector
- Date range

Detail Reported Fields

- Region
- Inspection ID
- Party
- Place
- County
- WDID
- Order No.
- Program
- Inspection Type
- Start Date
- End Date
- Status
- Inspector
- Violations Noted
- Inspection Summary

Detail Report

Region – see above

Inspection ID – unique identifier associated with the Inspection. For SMARTS records, there is a leading "S" and this field does not drill into the record.

Party – Party related as "owner" or "operator" to the place linked to the inspection. In SMARTS, this is the owner (CONSTW) or the operator (INDSTW).

Place – this is the place with the type of facility or child of facility that is linked to the inspection. In SMARTS, this is the Place Name in the Site Info tab.

County – see above

WDID – comes from the regulatory measure linked to the inspection. In SMARTS, this is a read-only field in the header. However, if the region or county is updated in the Site Info tab, the changes will be reflected in the WDID's leading numbers.

Order No. – comes from the regulatory measure linked to the inspection. In SMARTS, this is the determined by the Business Type and given the appropriate State Board Order No.

Inspection Type – see above

Start Date – date the inspection began from the inspection record's Inspection Entry tab. In SMARTS, this comes from the inspection record under the Inspection tab.

End Date – date the inspection ended from the inspection record's Inspection Entry tab. For one-day inspections this is the same date as the start date. In SMARTS, this comes from the inspection record under the Inspection tab.

Status – from the inspection record. In SMARTS, this comes from the inspection record under the Inspection tab.

Inspector – this comes from the Related Parties tab of the inspection record. These are parties linked to the inspection with the role of "Inspector" or "Inspector (Lead)." In SMARTS, this is the Inspector Name in the inspection record under the Inspection tab.

Violations Noted – for both CIWQS and SMARTS records, this will be Y if there are violations linked to the inspection

Summary – this is from the inspection record's Inspection Entry tab. A "(+)" in this field indicates that the summary text has been truncated. The entire summary will display when exported to Excel. In SMARTS, this comes from the inspection record under the Inspection tab.

Report Facts

- Drills down into CIWQS records
- Exportable to Excel
- Future enhancement will add Inspection Form in Word

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